Instructions for Key Word Match

1. Open a new page.

2. Select the Gallery tab

3. Select the Lesson Activity Toolkit, and open

4. Select the Interactive and Multimedia Folder

5. Move down until you see the Key Word Match title and icon.

6. Click and drag it to the active work space

7. Change the size of the object with the white circle on the lower right hand side.

8. Click the Edit icon on the top left hand side of the object.

9. Enter the words and the descriptions.

10. Save the file

11. Password protect it if you do not want students making changes.

12. Click okay and test the activity. (check, solve and reset)

Instructions for Category Sort

1. Open a new page.

2. Select the Gallery tab

3. Select the Lesson Activity Toolkit, and open

4. Select the Interactive and Multimedia Folder

5. Move down until you see the Category Sort title and icon.

6. Click and drag it to the active work space

7. Change the size of the object with the white circle on the lower right hand side.

8. Click the Edit icon on the top left hand side of the object.

9. Enter the categories in the column spaces and the items to be sorted.

10. Use the drop down menu to identify the correct category.

11. Save the file

12. Password protect it if you do not want students making changes.

13. Click okay and test the activity. (check, solve and reset)

Instructions For Multiple Choice Questions

1. Open a new page.

2. Select the Gallery tab

3. Select the Lesson Activity Toolkit

4. Select the Interactive and Multimedia Folder

5. Move down until you see the Multiple Choice title and icon.

6. Click and drag it to the active work space

7. Change the size of the object with the white circle on the lower right hand side.

8. Click the Edit icon on the top left hand side of the object.

9. Use the drop down menu to select the number of questions you wish to use.

10. Enter the question, answer and distracters in the spaces. Enter the key with the drop down menu at the bottom.

11. Use the tab at the top of the question to repeat the process for each question.

12. Save the file

13. Password protect it if you do not want students making changes.

14. Click okay and test the activity. (check, solve and reset)

Instructions for Using Image Match Activity

1. Open a new page.

2. Select the Gallery tab

3. Select the Lesson Activity Toolkit

4. Select the Interactive and Multimedia Folder

5. Move down until you see the Image Match title and icon.

6. Click and drag it to the active work space

7. Change the size of the object with the white circle on the lower right hand side.

8. Click the Edit icon on the top left hand side of the object.

9. Use the drop down menu to select the number of images you wish to use.

10. Prepare by selecting the images you will be using. This may require resizing them.

11. Drop the image on the space, resize and use the Draw/Order/Send To Back option. Then enter the matching word.

12. Do not change the size or number of images after placing the first image.

13. Save the file

14. Password protect it if you do not want students making changes.

15. Click okay and test the activity. (check, solve and reset)

Instructions for the Click To Reveal Activity

1. Open a new page.

2. Construct your page with images and text.

3. Select the Gallery tab

4. Select the Lesson Activity Toolkit

5. Select the Interactive and Multimedia Folder

6. Move down until you see the Click To Reveal title and icon.

7. Click and drag the object to the active work space

8. Change the size of the object with the icon on the lower right hand side.

9. Copy and paste the object as many times as you need.

10. Place them over the objects you want hidden.

11. Save the file

12. Test the activity.

Instructions For The Canada Map Puzzle

1. Open a new page.

2. Select the Essentials For Educators

3. Enter Canada in the search space at the top of the panel, and click on the magnifying glass. You should see two folders in the bottom portion of the panel (Pictures..... and Notebook files and pages)

4. Select the Notebook Files and Pages Folder, this should have an outline map and a provinces outline map. Select one and drag it to the active work area.

5. Now select the Pictures and Backgrounds folder. Drag all of the provinces and territories to the active work area.

6. Put them on the side or in a jumbled mess.

7. Clone the page.

8. Working on the second page, title it Key, and correctly place each part of the map.

9. Put a Check Answers button on the Puzzle page and an back button on the Key Page.

10. Correctly link the buttons.

Instructions For The Canada Map Label Activity

1. Open a new page.

2. Select the Essentials For Educators

3. Enter Canada in the search space at the top of the panel, and click on the magnifying glass. You should see two folders in the bottom portion of the panel (Pictures..... and Notebook files and pages)

4. Select the Notebook Files and Pages Folder, this should have an outline map and a provinces outline map. Select the outline map with provinces and drag it to the active work area.

5. Now enter all the Province names and territories in individual test boxes. Lock them and allow move

6. Put them on the side or in a jumbled mess.

7. Clone the page.

8. Working on the second page, title it Key, and correctly place each name on the map.

9. Put a Check Answers button on the Puzzle page and an back button on the Key Page.

10. Correctly link the buttons.

11. Save the file

12. Test the activity.

Instructions For Using a Colour Mask

1. Create a new page

2. Enter your text, the information to be read in one colour and the information to be revealed in a contrasting colour.

3. Set the Format/Background Colour to match the information to be revealed. Select and group and lock all of the elements.

4. Now make the Reveal Tool (magnifying glass). Draw this on another blank page. Make the glass with a dark rim and a white glass. Draw the handle. Select all the elements and group them.

5. Select the reveal tool and copy and paste it on the page. Lock it and allow move.

6. Now save the file and test it.

7. Remove the blank page used to draw the reveal tool.

Instructions on Using a Colour Mask (Tabless Pulls)

1. Create a new page

2. Enter your text, the information to be read in one colour. Set up your page with colour s so the answers, tips and Yes/No will be hidden until needed.

3. On a blank page create the answers. The answers to be placed in the blank should be in the same colour. The Yes/No to be revealed and the tips should be in a contrasting colour. When you are happy with this Select All, Group and copy to the main page. Then lock and allow move.

4. Set the Format/Background Colour to match the information to be revealed.

5. Repeat for each of the answers.

6. Now save the file and test it.

7. Remove the blank page used to draw the reveal tool.

Adding Video From the Internet To Your Files

You can always just link to the file via the web browser, but the video may not stay on the web. It is for that reason it may be a good idea to keep a copy. Please make sure this doesn't violate any copyright laws.

1 Find and the url for the file on teachertube.com, Youtube.com or any other service that stores the files as .flv (just about all web services)

2. Use a service like keepvid.com to down load the file to your local computer.

3. Set up your page and use the insert Flash Video menu option.

4. The player controls will be included. Notebook will add this file to the attachment folder and it will be moved with the main file. If you move it via a thumb drive or email it will be there.